



## Town of Oro Valley Classification Description

Title: **PARKS MAINT. SUPERINTENDENT**  
Job Code: 2411  
FLSA Status: Exempt

Department: Parks & Recreation  
Salary Grade: 117

### **POSITION SUMMARY:**

This professional position demonstrates leadership, oversight and teamwork in all aspects of parks facility operation, and maintenance, and contributes to adherence of performance standards. Under limited supervision demonstrates the ability to work with staff, contractors and community partners in a variety of disciplines, and provide outstanding customer service to the public.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Regularly directs or supervises park maintenance activities and programs for the department, exercising independent judgment and decision-making and supervising the day-to-day operation to ensure timely and quality activities for the benefit of the section, division, department, Town and the community.
- B. Oversees the planning, implementation, direction and management of all functions and resources of the section to achieve the strategic objectives of the department and the Town in an efficient and effective manner.
- C. Manages and oversees park construction and renovation projects to include budget forecasting, management and oversight.
- D. Assists with implementing the department vision through section activities and leads the section to maximum employee productivity and morale through hiring, disciplining, evaluating employee performance, investigating and resolving grievances and other coordinating human resources actions.
- E. Supervises, trains, schedules, evaluates and disciplines subordinate staff, as required.
- F. Tracks and completes maintenance and/or injury reports.
- G. Assists with the implementation of department policies, programs, projects and procedures.
- H. Analyzes organization and community needs, analyzes trends, reviews statistics and opportunities, and communicates to the department leadership of impending developments.
- I. Prioritizes, schedules and delegates work assignments, determines work procedures and monitors progress, efficiency and quality of work activities.
- J. Resolves complaints or problems regarding the maintenance of parks and other assigned facilities. Provides a continual process of service and maintenance improvement.

- K. Prepares the annual budget in conjunction with the Director and monitors operating budgets. Proposes facility improvements and capital equipment, and participates in long-range development.
- L. Monitors parks and other facilities to identify and correct safety hazards or concerns. Initiates preventive maintenance. Meets with the Park Monitors on a regular basis to provide specific information, provide insights into their daily routines and to listen to their specific procedural or park patron experiences.
- M. Operates a personal computer to produce and distribute correspondence, prepare necessary reports, documents, purchase requisitions, financial data, databases, etc.
- N. Serves on the Town of Oro Valley Loss Control Committee and holds timely and regularly scheduled safety meetings with all staff.
- O. Insures staff follow maintenance guidelines and standards as well as all Town of Oro Valley policies and procedures. May in support of staff;
  - Performs technically skilled work in the cultivation of grass, trees, and other plants, and in the control of fungi, weeds, insects, and rodents.
  - Operates hand tools, power tools, vehicles and other machinery related to park maintenance.
- P. Meets weekly with the Recreation and Administrative Divisions to review all field and ramada reservations as well as any upcoming special events.
- Q. Prepares and maintains budget and records, analyzes statistical reports, organizes special projects, maintains inventory, and prepares and writes specifications for new equipment as needed for purchasing replacements.
- R. Solicits and secures bids and prepares purchase requisitions for materials and supplies.
- S. Manages parks facilities by recommending, evaluating and overseeing preventative, routine and emergency repairs, managing projects for new or existing properties and reviewing and evaluating facilities and equipment. Responds to customer service and safety issues as they relate to parks.
- T. Participates in planning and development by identifying new and existing maintenance management needs, determining present and future actions, developing methods to increase efficiency, reviewing and evaluating existing and new programs and policies and updating/creating procedural manuals.
- U. Maintains technical or professional knowledge through such means as attending seminars, reviewing professional publications, taking classes and participating in developmental activities.
- V. Ensures that park operations conforms to local, state, and federal governmental regulations and other applicable rules and requirements.
- W. Regular attendance is an essential function for this position.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of park maintenance and beautification methods and techniques.
- Knowledge of budgeting and purchasing techniques and procedures.
- Knowledge of occupational hazards and safety guidelines.
- Knowledge of personal computer hardware and software.
- Knowledge of irrigation repair, maintenance and troubleshooting.
- Knowledge of safety procedures for working with heavy equipment and chemicals.

- Skill in supervising, delegating and evaluating work of subordinate staff.
- Skill in prioritizing and scheduling park maintenance activities.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in developing the Parks budget.
- Skill in training procedures, requirements and testing.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public Administration, Parks and Recreation, National Resources or related field.
- Five (5) years' experience in landscaping, irrigation, turf management or trades maintenance, including two (2) year at a supervisory level; **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain an Arizona driver's license.
- Must possess certification as a Certified Pesticide Applicator in the State of Arizona.
- Certified Park and Recreation Professional (CPRP) certification.
- Successfully complete background investigation.

#### **ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.
- Must be able to sit, stand, or walk for long periods of time.
- Must be able to work in a day light and night environment.
- Must be able to work in hazardous or dangerous work areas or situations.
- Must be able to work outdoors in an extreme hot, cold, dry or wet environment.
- Must be capable of working under stressful situations including operation of equipment in inclement weather or other difficult conditions.
- Must be able to lift 50 lbs.